

International Center

German Language courses at the Center of Key Qualifications (Zentrum für Schlüsselqualifikationen (ZfS))/ Department German as A Foreign Language (Deutsch als Fremdsprache (DaF))

Foreign study applicants who have received their University Entrance Qualification, but who have no certificate of sufficient knowledge in German Language, have the possibility to apply for a German course at the ZfS/DaF.

Course offerings and requirements

There are two levels of German classes: Classes Intermediate I and II called "Mittelstufe I und II" (M I, M II). **The ZfS does NOT offer basic German classes!** Basic proficiency classes (A1/A2 and B1) are offered at Volkshochschule Kiel (www.foerde-vhs.de), Muhliusstraße 29/31, 24103 Kiel.

After a successful application at uni-ASSIST, applicants will receive an invitation to the entry-level test. The test result will qualify applicants for either Class Intermediate I or II. The number of places is limited. Class Intermediate I or II participants will receive an admission if requested. With the beginning of winter term 2019/20, these courses will require a fee of 400 Euro for each class. Resultant, participants will be charged 400 Euro for Class Intermediate I (B2) and 400 Euro for Class Intermediate 2 (B2/C1).

Applicants need to be prepared to pay the fee at short notice, if they have received a place. If the transfer is completed in due time, they will be enrolled as regular students. Please note: Enrolment procedure requires additional payments, including the enrolment fee, social fee and the semester ticket

For the admission to the German course, applicants need a valid University Entrance Qualification and **at least** one of the following certificates:

- a completed degree of German Language and Literature or
- a German certificate B1 of the Goethe Institute or from the Volkshochschule with grade "good" or "very good" or
- the "Test DAF" completed at least with grade 3 at all levels or
- the DSH-1 examination

The DTZ (Deutschtest für Zuwanderer) does not qualify for an application.

After completing the German course applicants can complete the DSH-examination at the University of Kiel. For participation, a fee of 150 Euro has to be paid. Further information regarding payment and admission to the examination will be provided during the course.

The application to the German course does not differ from the application to a regular study. The applicants have to send their application to the following address **only (this also applies to applications for master courses)**:

**Christian-Albrechts-Universität zu Kiel
c/o Uni-ASSIST e.V.
D – 11507 Berlin**

You are obligated to complete the online application form from uni-assist. **Also please note that you still have to send your application documents via mail to Uni-ASSIST. To apply ONLY online is NOT sufficient!**

ONLY for the German Course:

Application deadline is **January 31st** for the following summer semester and **July 31st** for the winter semester. All applications, which are handed in after due time will not be considered for the respective semester, but for the upcoming one.

Application documents

Please hand in your documents as following:

1. **Curriculum vitae**, including a complete overview of the applicant's education
2. **Copy of your passport**, showing your name and passport photograph
3. **Payment slip** of the fee paid for the application

For the following documents please hand in:

- **certified copies** of all the originals written in original language
 - **certified copies** of the translations (in German or in English)
→ Translations must be done by **sworn** interpreters
(<http://www.justiz-dolmetscher.de>)
4. **School leaving certificate for higher education** which qualifies applicants to study at a university in their home country, including an overview of grades and subjects
 5. Certificate of a completed **University Entrance Examination**, including an overview of grades, or certificate of registration at a university (if available)
 6. Certificate of:
 - a completed degree of German Language and Literature or
 - a German certificate B1 of the Goethe Institute or from the Volkshochschule with grade "good" or "very good" or
 - the "Test DAF" completed at least with grade 3 at all levels or
 - the DSH-1 examination
 7. **University transcripts** including a list of subjects and grades (if available)

Please do not send in original documents, because they will be destroyed afterwards!

Only for applicants from **PR China and Vietnam**:

Applications from China and Vietnam will only be accepted if an original certificate from the **Academic Examination Board** (APS) is enclosed (no copies!). At the time you receive our letter of admission, you may apply for your visa at the Academic Examination Board. This avoids asking for an appointment at the visa office.

Evaluation of foreign educational certificates

Information concerning the evaluation of educational certificates received abroad can be found at the following website: <https://www.kmk.org/kmk/information-in-english.html>. Please note that this offer does not grant any legal claim to admission.

Important information for filling out the application form

Although you need to fill in a subject into the corresponding field for **question no. 1**, the chosen subject in the application form is **NOT binding** after completing the German Course.

Payment and money transfer

Uni-ASSIST charges € 75, - for verifying an application. Applicants with multiple applications will be charged € 30, - for each additional Uni-ASSIST university (also for an additional application at CAU).

Your application to UNI-Assist will only be processed after receiving your payments.

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TRANSFER. In order to accelerate the pre-processing of your application, please include a copy of the transfer voucher, indicating the date and the amount of money transferred to Uni-ASSIST.

Please transfer your payments to the following Uni-ASSIST account:

Beneficiary	uni-assist e.V.
International Bankcode IBAN	DE62100208900019055272
BIC/SWIFT-Code	HYVEDEMM488
at the	HypoVereinsbank
Branch	Filiale Berlin-Charlottenburg Leibnizstrasse 100 D-10625 Berlin

For '**Purpose of Payment**' on the transfer slip, please state your citizenship
date of birth (dd.mm.yyyy)
family name
first name
semester (e.g. WS05 or SS06)

A purpose of payment could for instance look like this: Mongolia, 12.01.1983, Baatur Iwan, SS08
If you already have an application number assigned by Uni-ASSIST, please add this number to the "purpose of payment". Please consider additional payments, e.g. international transaction fees, that might occur if you transfer money from a foreign bank account.

CREDIT CARD. It is also possible to pay by credit card (VISA or Mastercard). This payment method will prospectively be displayed by the payment service provider. Further, credit-card payments will involve specific authentication procedures, providing increased security for applicants and uni-assist. Partial fees ranging from 1-2% of the due payment may occur.

INSTANT BANK TRANSFER. Instant bank transfer represents the online transfer of the Sofort GmbH (part of the Klarna Group), providing cashless, internet-based payments. They are routed through the buyer's personal online banking and require verification by TAN. Additional fees will not occur. Instant bank transfer is currently usable in nine European countries (Belgium, Germany, Italy, the Netherlands, Austria, Poland, Switzerland, Spain and the UK).

GIROPAY. Payments will be processed within the secure online-banking frame of banks listed for giro pay. Currently, more than 1500 banks and Sparkassen in Germany, including Postbank, all banks of the Sparkasse company, most branches of the Volksbank Raiffeisenbank and numerous private banks (among others comdirect bank, Deutsche Kreditbank (DKB) and MLP-Bank).

As soon as Uni-ASSIST receives your payment you will get an email confirmation and your application will be processed.

Please note that regarding your money transfer Uni-ASSIST is not liable for any problems that might occur due to incorrect information or other mistakes. In case Uni-ASSIST should not receive your payment for any reason, your application cannot be processed. For further information on MoneyGram please go to: www.moneygram.com. For information referring to this application, the further procedure or exemplifying application sheets please have a look at: <http://www.uni-assist.de/application-online.html>

General Information for Studying at Kiel University

Fees

A social fee, which includes free public transportation, has to be paid each semester. The current amount for the winter semester is €259.00,- which includes free bus and train transfers around Schleswig-Holstein and Hamburg. Also there is a one-time registration fee of €55,-.

Attendance of the German Course and DSH examination of the Center for Key Qualifications/Department German as Foreign Language:

Class Intermediate I	1 semester	400,00 €
Class Intermediate II	1 semester	400,00 €
DSH examination		150,00 €

(In accordance with Kiel University's table of charges)

To continue studying after the first semester, you need to re-register before 31 August / 28 February. You re-register by paying the semester fee to the "Studentenwerk" (institution for student affairs). **Attention!!!** In order to re-register in time, the semester fee has to arrive at the account of the Studentenwerk **on 31 August / 28 February**. **Neither** the transfer of the money on the last day of the re-registration period, **nor** the paying of the amount at the counter of the Studentenwerk by debit card on the last day of the re-registration period is **in time**.

Cost of living

The cost of living differs at universities in various cities. International students must assume that their monthly expenses will amount to at least € 730.00 per month. This amount can be split up as follows:

Health insurance (approx.)	€ 90.00
Rent including utilities (approx.)	€ 250.00
Groceries, clothing and other needs (approx.)	€ 300.00
Study materials, books (approx.)	€ 90.00
Total (approx.)	€ 730.00

Accommodation

We recommend that you start looking for accommodation in Kiel as early as possible. Various notes and useful links can be found at: http://www.international.uni-kiel.de/en/advising-activities-services/service-information/accomodation-in-kiel?set_language=en

A limited amount of rooms is available in the 14 student dormitories in Kiel. A list of student dormitories is available on the internet (<http://www.studentenwerk.sh/en/home/startseite.html>).

Please send your application for student housing online in time at

<http://www.studentenwerk.sh/en/accommodation/application-for-admission/index.html>

Arrival

The closest airport to Kiel is located in Hamburg. From Hamburg you can take the airport bus which is called "Kielius". It leaves from Shopping Plaza B at Hamburg Airport every hour or every two hours and takes you to the central busstation in Kiel. From the central bus station, you reach the Christian-Albrechts-Universität/ Westring, with the bus lines 50, 60S/61/62, 81 or 91/92. If you intend to take a taxi from the central bus station to Kiel University, you can buy a combined ticket in the "Kielius" which includes the cost of the taxi.

Your contact persons at the International Center:

Frau Langner
Frau Scholz

e-mail: vlangner@uv.uni-kiel.de
e-mail: kscholz@uv.uni-kiel.de

Tel.: 0431 880-3718
Tel.: 0431 880 5324

Christian-Albrechts-Universität zu Kiel
- International Center –
Westring 400, D-24118 Kiel

Consulting hours of the International Center

During lecture period	during semester break:
Monday 1.00 – 3.00 pm Tuesday 1.00 – 3.00 pm Thursday 9.00 – 12.00 pm	Tuesday 1.00 – 3.00 pm Thursday 9.00 – 12.00 pm

http://www.international.uni-kiel.de/en?set_language=en

We are looking forward to receiving your application!

Your International Center

CAU zu Kiel

Important web sites for foreign applicants

- International Center: information for foreign students
<http://www.international.uni-kiel.de/en>
- Important dates:
<http://www.studservice.uni-kiel.de/termine.shtml>
- Information for students: Registration, change of subject, re-registration, exmatriculation
<http://www.international.uni-kiel.de/en/application-admission/student-services>
- Table of courses: list of all the subjects offered at the CAU
<http://www.studservice.uni-kiel.de/sfangebot.shtml>
- Departmental student advisor:
<http://www.studium.uni-kiel.de/de/kontakt-beratung/studienfachberatung/glossar>
- Application for the German Course:
<http://www.international.uni-kiel.de/en/application-admission/application-admission/german-course>
- University calendar of the CAU: ordered by faculties
<http://univis.uni-kiel.de/form?dsc=go&to=lec>
- German as a Foreign Language Unit (Lektorat Deutsch als Fremdsprache):
<http://www.uni-kiel.de/lektorat-daf/index-e.shtml>
- Student services: administration of the dormitories etc.
<http://www.studentenwerk.sh/en/home/startseite.html>
- Student's union (ASTA):
<http://www.asta.uni-kiel.de/>

- Protestant study community (ESG): certification of copies:
<http://www.esg-kiel.de/>
- University compass (HRK): table of all the courses offered in Germany:
<http://www.hochschulkompass.de/en.html>
- Central office for the allocation of university places (located in Dortmund):
<http://www.hochschulstart.de/>
- Approval of certificates:
<https://www.kmk.org/kmk/information-in-english.html>